



**NOTICE OF CITY OF ELEPHANT BUTTE  
CITY COUNCIL MEETING**

103 Water Avenue, Elephant Butte, NM 87935

**Wednesday, September 10, 2025 – 2:00PM**

**Minutes\***

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**Mayor Pro Tem Skinner** called the meeting to order, and Councilor Arnold led the pledge of allegiance.

**2. ROLL CALL**

Mayor Phillip Mortensen – Present by Zoom

Mayor Pro Tem Kim Skinner – Present

Councilor Cathy Harmon – Present

Councilor Michael Williams – Present

Councilor Skylar Arnold – Present

**City Clerk Cobleigh** conducted a roll call and declared a quorum.

**3. APPROVAL OF AGENDA – Council Declaration of Conflict of Interest**

**Councilor Williams** made a motion to approve the agenda as presented. Councilor Arnold seconded the motion. 4-0. (*Voice vote by Mayor Pro Tem Skinner*)

**4. PUBLIC COMMENT**

**STATEMENT OF OPEN MEETINGS RESOLUTION & 3 MINUTE LIMIT PER SPEAKER  
ON ALL ISSUES**

Public comments can be made in person, by phone or given to the City Clerk by email (l.cobleigh@cityofebnm.gov) before the meeting.

**None Submitted.**

**5. CONSENT ITEMS**

a. Workshop Meeting Minutes August 13, 2025

b. Regular Meeting Minutes August 13, 2025

c. Special Meeting Minutes August 21, 2025

**Councilor Williams** made a motion to approve items 5a, 5b, and 5c with an amendment to 5c reflecting a voice only vote and an amendment to 5b page 5 item e the addition of Councilor Arnold's vote. Councilor Arnold seconded the motion. 4-0.

**City Clerk Cobleigh** conducted a roll call vote.

Mayor Pro Tem Skinner – Yes

Councilor Harmon – Yes

Councilor Williams – Yes

Councilor Arnold - Yes

Motion Carried.

## 6. PRESENTATIONS

- a. Sierra County Sheriff's Office – Sheriff Joshua Baker  
**Sheriff Baker** reported that for the month of August there was a total of 126 patrol hours, 7 incidents, and 2 arrests made within the City of Elephant Butte.

## 7. REGULAR ITEMS (DISCUSSION POSSIBLE ACTION)

- a. Discussion/Possible Action: Joint Powers Agreement – Sierra Vista Hospital & City of Elephant Butte

**Ben Young, City Attorney and Mayor Pro Tem Skinner** introduced this item to the council, staff, and public. Young stated that after the August 21, 2025, meeting when the JPA was approved and signed copies were then provided to the City of TorC and Sierra County. DFA has requested corrections to the JPA to reflect the percentages as reflected in the loan agreement and ordinance 175. Young stated that he is seeking approval to allow him to amend the JPA in accordance to the request from DFA to include the percentages. Mayor Pro Tem Skinner stated that the percentages are already present within the ordinance taken directly from the loan documents.

**Councilor Williams** made a motion to approve City Attorney to amend the JPA as required. Councilor Harmon seconded the motion. 4-0.

**City Clerk Cobleigh** conducted a roll call vote.

Mayor Pro Tem Skinner – Yes

Councilor Harmon – Yes

Councilor Williams – Yes

Councilor Arnold - Yes

Motion Carried.

- b. Discussion/Possible Action: LEPF – Approval of Expenditure for Law Enforcement Boat

**Councilor Williams** made a motion to approve the LEPF Expenditure for a Law Enforcement Boat as presented. Councilor Harmon seconded the motion. 4-0.

**City Clerk Cobleigh** conducted a roll call vote.

Mayor Pro Tem Skinner – Yes

Councilor Harmon – Yes

Councilor Williams – Yes

Councilor Arnold - Yes

Motion Carried.

- c. Discussion/Possible Action: Resolution 25-26-111 Support to NMML Policy Proposals

**Councilor Williams** made a motion to approve Resolution 25-26-111 Support to NMML Policy Proposals. Councilor Arnold seconded the motion. 4-0.

**City Clerk Cobleigh** conducted a roll call vote.

Mayor Pro Tem Skinner – Yes

Councilor Harmon – Yes

Councilor Williams – Yes

Councilor Arnold - Yes

Motion Carried.

- d. Discussion/Possible Action: Resolution 25-26-112 Amendment to Personnel Handbook

**Councilor Williams** made a motion to approve Resolution 25-26-112 Amendment to the Personnel Handbook. Councilor Harmon seconded the motion. 4-0.

**City Clerk Cobleigh** conducted a roll call vote.

Mayor Pro Tem Skinner – Yes

Councilor Harmon – Yes

Councilor Williams – Yes

Councilor Arnold - Yes

Motion Carried.

## **8. CITY STAFF REPORTS**

- a. Discussion of Department Reports

### **City Clerk**

**Lindsey Cobleigh** reported that she is currently working on the organization of the city asset records, organizing the records shed, and updated the council that all but 30 business registrations have renewed.

### **Code Enforcement**

**Lindsey Cobleigh** presented a written report to the council. This report noted 16 cases having been opened since August 15, 2025 – September 3, 2025. Cobleigh noted that out of these 16 cases 9 are now closed.

### **Fire Department**

**Chief Long** presented a written report to the council. Chief Long noted there was a total of 41 total calls this past month. Chief Long stated there was another Hazard Mitigation Workshop held last week and the deadline to submit items is September 17, 2025.

Councilor Williams stated he had a correction for Chief Long's written report regarding the termination of the temporary administration positions. Councilor Williams stated that the statement that the council created these positions was not true. Chief Long stated that this was the statement provided in the termination letters.

### **Land Use Administrator**

**Rachel Black** presented a written report to the council. Black stated there was a correction to permit number 25106 it should be classified as commercial not residential. Black then proceeded to give the council an update on the proposed building of a new cart barn at the Turtleback Mountain Resort. Black stated that as requested by the Zoning Commission this request will be going before the Zoning Commission for a public hearing for a Special Use Permit.

Councilor Williams noted that this land may not be available for development as it was once used as a landfill site.

### **City Treasurer**

**Laura Whiteside** presented a written report to the council. Councilor Williams had a question regarding an expenditure in the amount of \$33,607.85. Whiteside clarified that this was paid to



the NM Environmental Department for an EPA Loan that the City has. Whiteside stated that the auditors are starting work on the Fiscal Year Audit 2023-2024 and will be here in October. Whiteside stated she is currently working on budget adjustments to bring before council in October.

## **9. EXECUTIVE SESSION**

- a. Closed pursuant to NMSA 1978, Section 10-15-1(H)(8) for discussion of the purchase, acquisition, or disposal of real property.
- b. Discussion of limited personnel matters – closed pursuant to NMSA 1978, Section 10-15-1(H)(2) – *Fire Department, City Clerk, Code Enforcement*

**Councilor Williams** made a motion to enter an executive session for Executive Session items 9a and 9b. Councilor Arnold seconded the motion. 4-0.

**City Clerk Cobleigh** conducted a roll call vote.

Mayor Pro Tem Skinner – Yes

Councilor Harmon – Yes

Councilor Williams – Yes

Councilor Arnold – Yes

Motion Carried.

**Councilor Williams** made a disclosure statement that there was no discussion of items other than the discussion of items 9a and 9b.

## **10. POSSIBLE ACTION**

- a. Action required following discussion closed pursuant to NMSA 1978, Section 10-15-1(H)(8) for discussion of the purchase, acquisition, or disposal of real property.

**No Action**

- b. Action required following discussion of limited personnel matters –pursuant to NMSA 1978, Section 10-15-1(H)(2) *Fire Department, City Clerk, Code Enforcement*

**No Action**

## **11. MAYOR AND COUNCIL REPORTS/COMMENTS**

**Mayor Mortensen** reporting via zoom. Mayor Mortensen wanted to remind everyone that the free camping with the Elephant Butte Lake State Parks begins in October. Mayor Mortensen addressed City Manager Janet Porter-Carrejo regarding the audit findings. Mayor Mortensen was concerned about pages 17-18 notating an anti-donation of a refrigerator purchased for a volunteer fire department when this refrigerator was actually bought for the VFW. Janet Porter-Carrejo stated the auditors were aware of this misstatement.

**Councilor Arnold** – No Report

**Councilor Williams** noted that the Pro-Am NM Open is upcoming at the Turtleback Mountain Resort and that it should bring an increase of people to the city.

**Councilor Harmon** noted she did not have a report but will have one next month after attending the SCCOG meeting in Vado, NM.

## Mayor Pro Tem Skinner – No Report

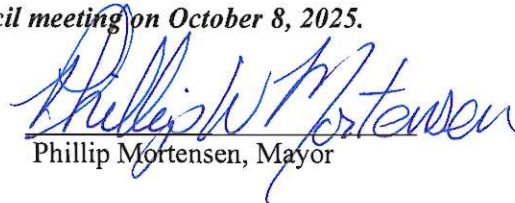
### Manager Report

Janet Porter-Carrejo noted that the city had received notice that Sierra Electric will be trimming trees within the power line easement starting next week. Porter-Carrejo stated that the city will be posting this information online to help get the notice out to the community. Porter-Carrejo mentioned an upcoming training on November 5, 2025, in Albuquerque by the NM State Ethics. Porter-Carrejo informed the council that the city was not selected for the TPF project as submitted which would have been for Rock Canyon Road. Porter-Carrejo reminded candidates of following process of placing election signs within the city and stated a letter will be going out to all candidates.

## 12. ADJOURNMENT

Mayor Pro Tem Skinner adjourned the meeting.

*Minutes approved and adopted at the City Council meeting on October 8, 2025.*

  
Phillip Mortensen, Mayor

ATTEST:

  
Lindsey Cobleigh, City Clerk

